

CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET
SACRAMENTO, CA 95814-5512

**SUMMARY SHEET****GREENHOUSE GAS EMISSIONS
REDUCTIONS FEASIBILITY STUDY****Request for Proposal Number 600-04-607**

This is only a summary of the proposed project. If you are interested in the detailed Request for Proposal (RFP), copies may be obtained by writing or calling:

Contracts Office, MS-18
California Energy Commission
1516 - 9th Street, First Floor
Sacramento, California 95814
Telephone: (916) 654-4392

This RFP is also available through the Commission's Web Site at: www.energy.ca.gov/contracts.

Background

Section 25730 of the California Public Resources Code directs the California Energy Commission (Energy Commission) to "Acquire and develop data and information on global climate change, and provide state, regional and local agencies, utilities, businesses, industries, and other energy and economic sectors with information on the costs, technical feasibility, and demonstrated effectiveness of methods for reducing or mitigating the production of greenhouse gases from in-state sources, including net reductions through the management of natural forest reservoirs."

The same Public Resources Code section directs the Energy Commission to prepare and maintain the state's inventory of greenhouse gas emissions. The Inventory of *California Greenhouse Gas Emissions and Sinks: 1990-1999* updates an inventory of sources and sinks of greenhouse gases. The Energy Commission's *Greenhouse Gas Emissions Reduction Strategies for California* discusses, among other topics, proposed strategies to reduce greenhouse gas emissions.

What is the Purpose of this RFP?

The purpose of this Request for Proposals (RFP) is to select a contractor to assist the Energy Commission in the acquisition and development of data and information on the magnitude of emissions from various Greenhouse gas sources as well as emission reduction potential, costs, technical feasibility, and demonstrated effectiveness of methods for reducing or mitigating the production of greenhouse gas emissions from in-state sources. The data and information acquired and developed is intended to facilitate implementation of greenhouse gas emission reduction projects or actions by state, regional and local agencies, utilities, businesses, industries, and other energy and economic sectors.

Summary, Continued

How Much Funding is Available?

There is a maximum of up to \$300,000 available for the contract resulting from this RFP. Of this amount, \$100,000 is immediately available and the remaining balance, \$200,000, may be available from the 2005-06 fiscal year. The contract award will be made to the responsible Bidder with the lowest total cost from proposals that pass the technical review. This is an hourly rate plus cost reimbursement contract with a ceiling on the total contract amount. The Energy Commission reserves the right to increase or decrease the amount of any contract as needed to meet budget program requirements.

Funding for this RFP comes from fiscal years 2004-2005, and 2005-2006, and is subject to appropriations from the Governor's 2004-2005, and 2005-2006 fiscal year budgets. Of the remaining \$200,000 balance, partial funding of \$100,000 is dependent upon acquiring funding from federal agencies. In the event that funds are not available from the federal or California governments, the Energy Commission shall have no further liability with regard to this contract.

The Energy Commission reserves the right to reduce the amount of the 2004-2005 and 2005-2006 funding to an amount deemed appropriate in the event the budgeted funds do not provide full funding of Energy Commission contracts. In this event, the Contractor and Energy Commission Contract Manager shall meet and reach agreement on a reduced scope of work commensurate with the level of available funding.

What is the Scope of Work?

The information developed in the course of executing the work tasks outlined in this RFP should encourage projects that are energy efficient, environmentally reliable, economically sound, and consistent with the state's energy and environmental policies.

The contractor shall assist in the following tasks:

1. Contract Management
2. Complete Report on Greenhouse Gas Emissions Data
3. Complete Report on Greenhouse Gas Emissions Reduction Market Assessment
4. Complete Report on Greenhouse Gas Emissions Reduction Actions
5. Conduct Feasibility Studies on Greenhouse Gas Emission Reduction Projects in Selected Industry Sectors

Only proposals from Bidders with significant verifiable technical experience and credentials in the above-mentioned areas will be considered for technical merit review.

What Are The Key Activities And Dates?

Key activities and times for this RFP are presented below. This is a tentative schedule, please call the Contracts Office to confirm dates.

ACTIVITY	ACTION DATE
RFP Release	March 11, 2005
Deadline for Written Questions	April 5, 2005
Pre-Bid Conference	April 5, 2005

Summary, Continued

Distribute Questions/Answers and Addenda (if any) to RFP	April 11, 2005
Deadline to Submit Proposals	May 2, 2005
Interviews (mandatory)	May 9-10, 2005
Notice of Proposed Award	May 12, 2005
Energy Commission Business Meeting	June 22, 2005
Contract Start Date	June 30, 2005
Contraction Termination Date	June 30, 2007

How Can I Obtain Further Information?

A Pre-Bid Conference will be held to answer questions. Please call (916) 654-4392 to confirm the time and date. Bidders are encouraged to attend this informational meeting:

Tuesday, April 5, 2005, 1:30 p.m.
California Energy Commission
1516 9th Street, Hearing Rm. B
Sacramento, California 95814

Potential Bidders may ask questions about the requirements of this RFP. Bidders must prepare their questions in writing and mail or FAX them to the Contact Person (see Who Do I Contact?). At the option of the Commission, questions may be answered orally at the Pre-bid Conference or in writing. All questions will be answered in writing and will be distributed to recipients of this RFP sometime after the Pre-Bid Conference and posted on the Commission's Web Site at www.energy.ca.gov. Deadline for written questions is April 5, by 5:00 p.m. pacific time.

Who Do I Contact?

Questions or clarifications about this RFP should be directed to:

ELIZABETH STONE, CONTRACT OFFICER
California Energy Commission
1516 Ninth Street, MS-18
Sacramento, California 95814
Telephone: (916) 654-4392
FAX: (916) 654-4423

Verbal Communication

Any verbal communication with a Commission employee concerning this RFP is not binding on the State or the Commission and shall in no way alter a specification, term, or condition of the RFP.

Is Disabled Veteran Business Enterprises (DVBE) compliance required?

Yes. If you are a non-governmental entity, you must have either three percent DVBE participation, *or* you must demonstrate a good faith effort to obtain DVBE participation. The DVBE compliance process is as follows:

Option A – Commitment to full DVBE Participation – For a Bidder who is a DVBE or who is able to meet the commitment to use identified DVBE(s) to fulfill the full DVBE participation goal.

Summary, Continued

Option B – Good Faith Effort – For a Bidder documenting its completed effort, made prior to the bid due date, to obtain DVBE participation that may result in partial or no DVBE participation.

What is the requirement for “commercially useful function” for certified small business, micro business or DVBE?

A certified small business or micro business, or certified DVBE shall provide goods or services that contribute to the fulfillment of the contract requirements by performing a **commercially useful function**.

A certified small business, micro business or DVBE is deemed to perform a **commercially useful function** if it does all of the following:

1. Is responsible for the execution of a distinct element of the work of the contract.
2. Carries out its obligation by actually performing, managing, or supervising the work involved.
3. Performs work that is normal for its business services and functions.
4. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

A contractor, subcontractor, or supplier will not be considered to perform a **commercially useful function** if the contractor's, subcontractor's, or supplier's role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of small business, micro business or DVBE participation.

Will the small/micro business preference be applied?

Yes. Each Bidder who is a State certified small/micro business will receive a cost preference of five percent of the lowest cost or price offered by the lowest responsible Bidder who is not a certified small/micro business, by deducting this five percent from the small/micro business Bidder's cost, for the purpose of comparing costs for all Bidders.

The Office of Small Business and DVBE Certification (OSDC) offers program information and may be reached at:

Department of General Services
Office of Small Business and DVBE Certification
707 3rd Street, 1st Floor, Room 400
West Sacramento, CA 95605
Homepage: <http://www.dgs.ca.gov/osbcr>
Receptionist: (916) 375-4940 or (800) 559-5529
24-Hour Recording and Mail Request, call (916) 322-5060
Fax: (916) 375-4050